

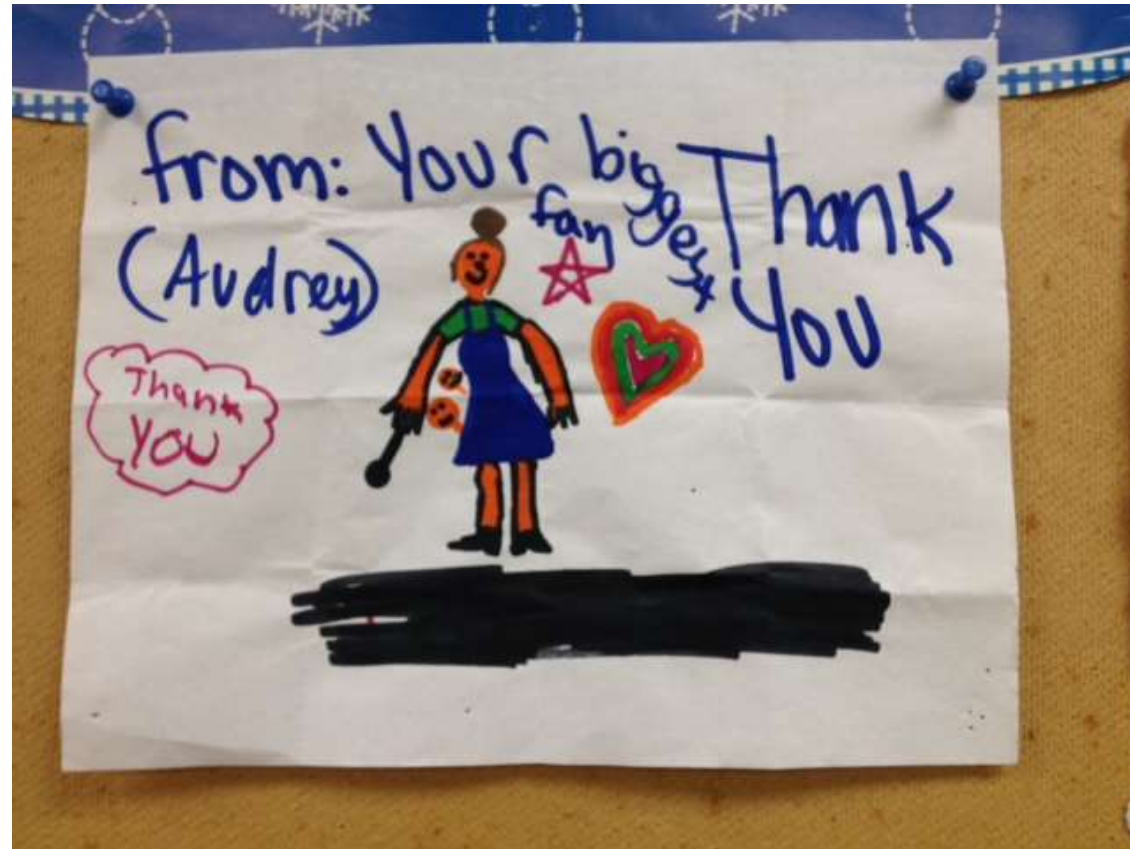


WHAT'S NEW IN SCHOOL NUTRITION- STARTING THE SCHOOL YEAR RIGHT!


MONTHLY WEBINAR, AUGUST 22, 2016

WELCOME!!

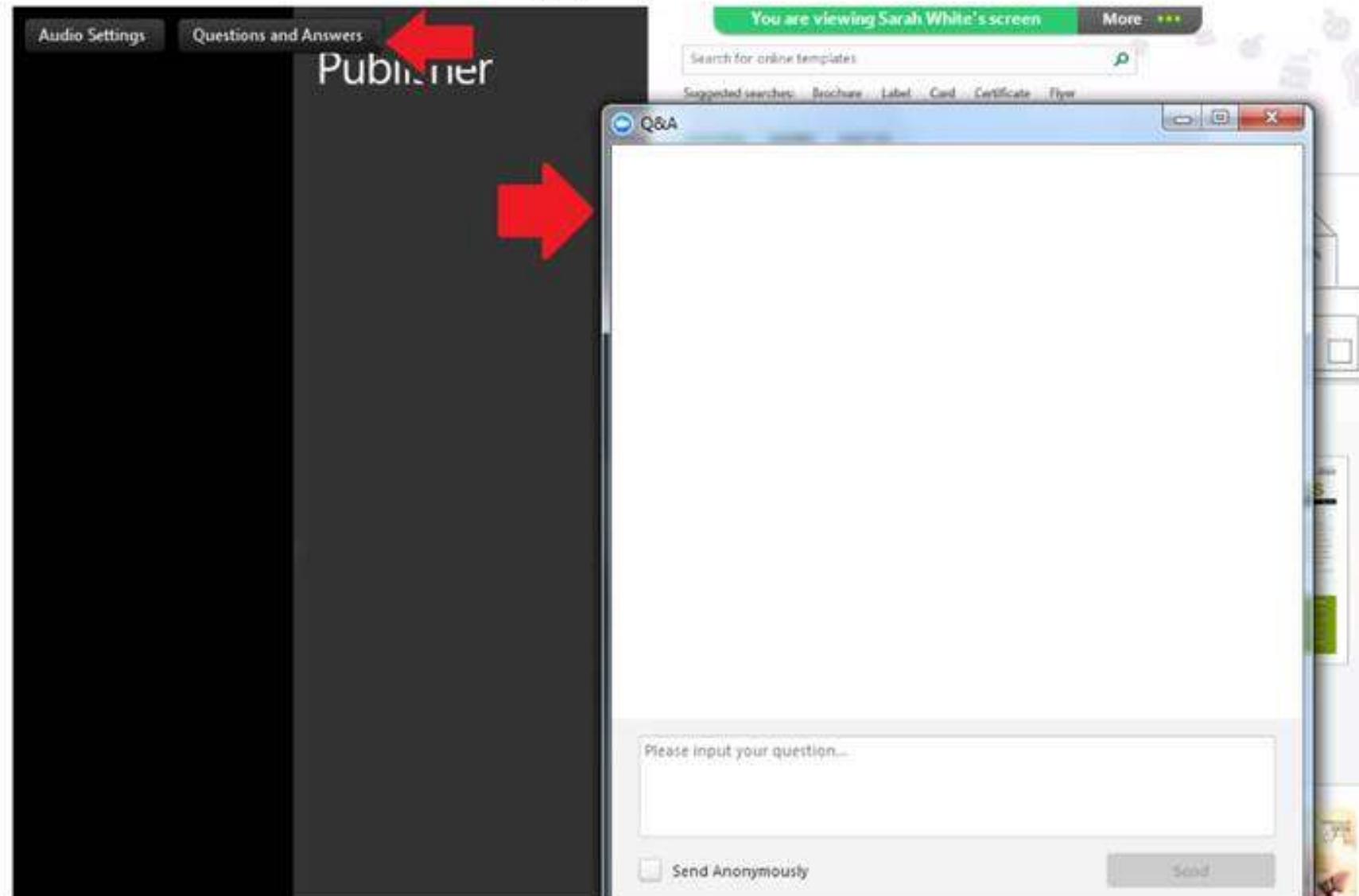
- To a monthly live link to the Bureau of Nutrition and Health Services for new and not so new school nutrition managers.
- To a forum for you to ask questions and get answers.



HOUSEKEEPING

- Handouts emailed and will be posted on website
- All participants are muted. 
- To ask a question, click on Questions & Answers

If at any point during the webinar you have a question please click on the Questions and Answers button to bring up the Q&A box. Type your question and click "Send".



THIS WEBINAR AND TRAINING DOCUMENTATION FOR USDA PROFESSIONAL STANDARDS

Document the time you spend watching this webinar or other webinars presented by our Bureau.

Documentation of Participation in handouts

Learning Objectives for today are under Administration (3000)

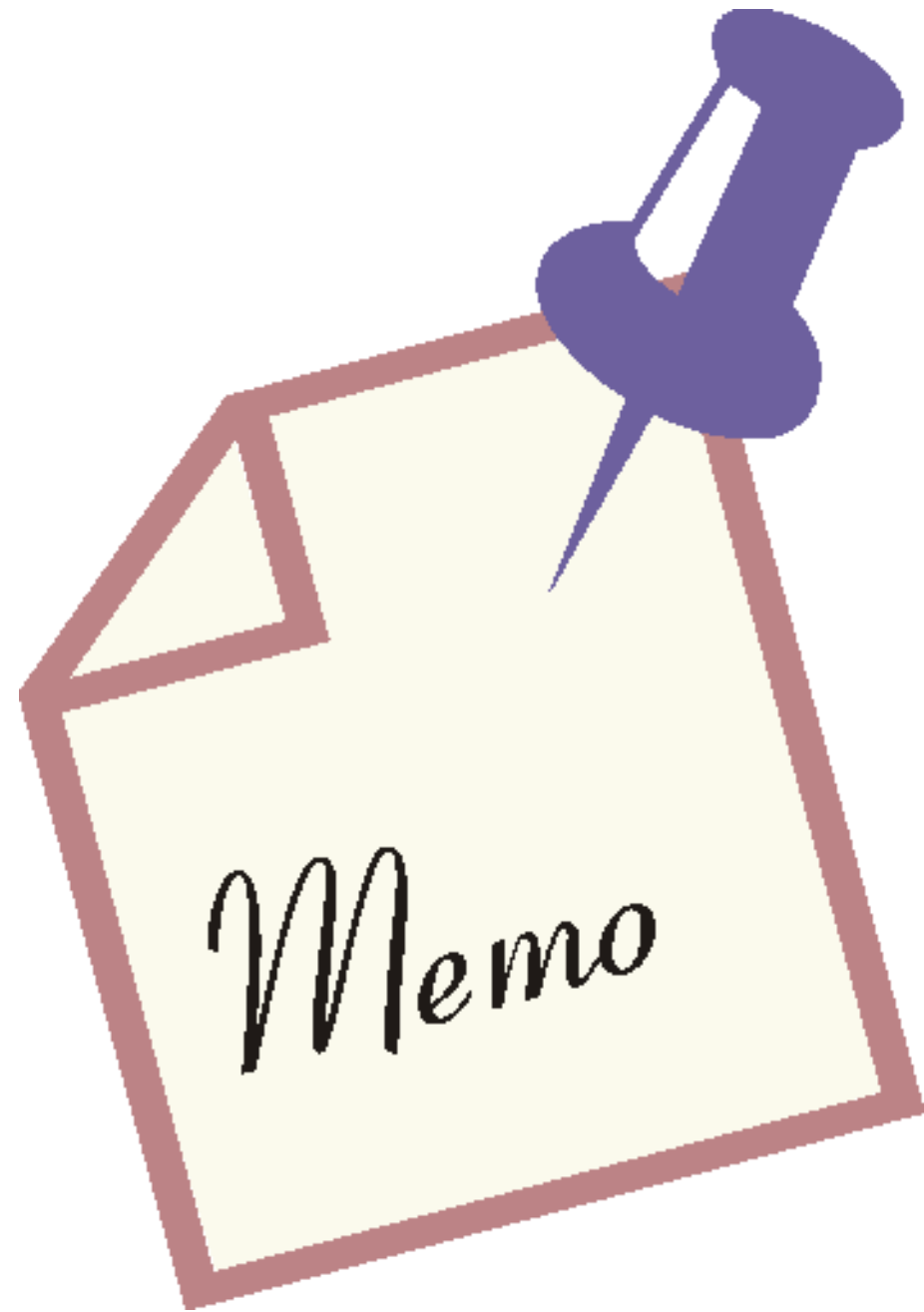
- Oversee Standard Operating Procedures required by State Agency
- Manage staff work to see that all areas of School Nutrition Programs are competently completed.
- Prepare for Administrative Review

AGENDA

- Monthly Memo Updates
- Annual Calendar and Critical Dates
- Areas of Responsibility in the School Nutrition Program
- Locating Information and Resources
- Working in IowaCNP
- Administrative Review Notes

MONTHLY MEMO

Email from
Patti
Harding



MONTHLY MEMO REVIEW

- Sent to designated Authorized Representative and Food Service Director in IowaCNP
- Contact patti.harding@iowa.gov to receive these
- History for last 5 years on
 - [DOE WEBSITE - - https://www.educateiowa.gov](https://www.educateiowa.gov)

CURRENT MEMOS

- Training Opportunities
- Public Media Release
- Whole Grain Exemption Requests Extended to SY16-17
- USDA Final Rules
- Iowa Team Nutrition Resources

Annual Calendar

<p>July 2016</p> <p>1 Food Safety Report Opens</p> <p>14 Iowa Eligibility Application/Direct Cert Webinar</p> <p>15 June original claim submitted online</p> <p>15 Direct Certification download available (first download for SY16-17 school)</p> <p>27 Iowa Eligibility Application/Direct Cert Webinar</p> <p>29 Last day to submit upward revisions for April</p> <p>30 Last day to submit original May claim</p> <p>August 2016</p> <p>1 hawk-i web site open for reporting</p> <p>5 School Program SFA and Site Application submitted online for SY16-17</p> <p>15 July original claim submitted online</p> <p>22 What's New In School Nutrition Webinar?</p> <p>29 Last day to submit upward revisions for May</p> <p>29 Last day to submit original claim for June</p> <p>September 2016</p> <p>9 17B USDA Foods order form available on web</p> <p>14 Verification Training Webinar</p> <p>15 August original claim submitted online</p> <p>20 Verification Training Webinar</p> <p>26 What's New In School Nutrition Webinar?</p> <p>28 Last day to submit upward revisions for June</p> <p>29 Last day to submit original claim for July</p> <p>30 Annual Financial Report for Nonpublic and RCCs submitted</p> <p>October 2016</p> <p>1 Verification - Select sample</p> <p>14 17C USDA Foods order form available on web</p> <p>10-14 National School Lunch Week</p> <p>17* September original claim submitted online</p> <p>18 Verification Collection Report Webinar</p> <p>24 What's New In School Nutrition Webinar?</p> <p>27 Verification Collection Report Webinar</p> <p>29 Last day to submit upward revisions for July</p> <p>30 Last day to submit original claim for August</p> <p>31 Site Enrollment-Unduplicated count of free and reduced price students taken and reported on IowaCNP</p> <p>November 2016</p> <p>2 Verification Collection Report available on IowaCNP</p> <p>15 Verification process must be completed</p> <p>15 October original claim submitted online</p> <p>28 What's New In School Nutrition Webinar?</p> <p>29 Last day to submit upward revisions for August</p> <p>29 Last day to submit original claim for September</p> <p>December 2016</p> <p>2 Verification Report available on IowaCNP</p> <p>2 17D USDA Foods order form available on web</p> <p>15 November original claim submitted online</p> <p>16 Verification Collection Report due date</p> <p>29 Last day to submit upward revisions for Sept.</p> <p>30 Last day to submit original claim for October</p>	<p>January 2017</p> <p>16* December original claim submitted online</p> <p>23 What's New In School Nutrition Webinar?</p> <p>27 17E USDA Foods order form available on web</p> <p>27 hawk-i submission due</p> <p>29 Last day to submit upward revisions for October</p> <p>29 Last day to submit original claim for November</p> <p>February 2017</p> <p>1 Self-Monitoring Review Form completed and on file for SFAs with multiple schools</p> <p>15 January original claim submitted online</p> <p>24 17F USDA Foods order form available</p> <p>27 What's New In School Nutrition Webinar?</p> <p>28 Last day to submit upward revisions for November</p> <p>March 2017</p> <p>1 Last date to submit an original claim for December</p> <p>1 FFVP SY17-18 Grant Application Announcement</p> <p>6-10 National School Breakfast Week</p> <p>15 February original claim submitted online</p> <p>27 What's New In School Nutrition Webinar?</p> <p>31 Last day to submit upward revisions for December</p> <p>31 FFVP SY17-18 Grant Application Due</p> <p>April 2017</p> <p>1 Last day to submit original claim for January</p> <p>2 Community Eligibility Provision (CEP) opens on IowaCNP</p> <p>15 Last day to submit CEP data</p> <p>17* March original claim submitted online</p> <p>24 What's New In School Nutrition Webinar?</p> <p>29 Last day to submit original claim for February</p> <p>29 Short Courses-Register now for trainings in June & July</p> <p>May 2017</p> <p>1 Last day to submit upward revisions for January</p> <p>1 SFSP Application Due</p> <p>12 18A USDA Foods order form available on web</p> <p>15 April original claim submitted online</p> <p>22 What's New In School Nutrition Webinar?</p> <p>29 Last day to submit upward revisions for February</p> <p>30 Last day to submit original claim for March</p> <p>June 2017</p> <p>15 May original claim submitted online</p> <p>16 Health Inspection data must be entered online (May reimbursement may be held if report not submitted)</p> <p>29 Last day to submit upward revisions for March</p> <p>29 Last day to submit original claim for April</p>
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* When the 15th is on a week-end or is a State holiday the Local Education Agency (LEAs) will have until 3:00 P.M. on the next business day to submit the reimbursement claim. USDA requires original claims be submitted within 60 days of the claim month and upward revisions be submitted within 90 days of claim month.

ANNUAL CALENDAR AND CRITICAL DATES

- Companion to FY 17 School Information Letter
- Claim dates
 - First possible dates
 - Last possible dates for original and upward revisions
- Report due dates
- USDA Foods Order dates
- Training dates

IOWACNP

Available from any
Nutrition Programs
page of
educateiowa.gov

[Verification](#)

[National School Lunch Program](#)

[Professional Standards](#)

[School Breakfast Program](#)

[School Nutrition Standards, Menus, & Recipes](#)

[Procurement](#)

[Certification \\$.06 for Meal Program](#)

[Food Waste Reduction](#)

[Lunch Line Newsletters](#)

[Afterschool Snack Programs](#)

[Food Safety](#)

[Fresh Fruit and Vegetable Program](#)

[School Wellness](#)

[Special Milk Program](#)

[Summer Food Service Program](#)

[USDA Foods Distribution](#)

[Nutrition Funding](#)



The messages emailed will also email message becomes block

2016

- 2016/07/06 - [Iowa Application for IOWACNP 17 Open and 16](#)
- 2016/06/23 - [FY17 School June 27](#)
- 2016/05/12 - [School Meal I for FY17 Equipment Grant](#)
- 2016/04/15 - [School Meal I](#)
- 2016/04/06 - [School Meal I Webinar #4 on April 21](#)
- 2016/03/29 - [Training Opportunity Skills for Preparing Quality](#)
- 2016/03/28 - [Community E](#)
- 2016/03/24 - [Buy American Coach application, Fresh F](#)
- 2016/02/16 - [Adult Meal Program Feb. 22 FSD 16](#)
- 2016/02/05 - [Procurement Taste Testing](#)
- 2016/01/19 - [Summer Food Unpaid Meals Webinar by I](#)
- 2016/01/15 - [School Nutrition Webinars](#)
- 2016/01/07 - [Bureau Notes](#)

[Back to top](#)



DOWNLOAD FORMS

School Nutrition Programs			
<div> Applications Claims Compliance Reports Security Search </div> <div> Programs Year Help Log Out </div>			
Applications > Download Forms >			School Year: 2016 - 2017
Download Forms			
Form ID	Description	Last Modified	New Organization?
NSLP001	IowaCNP Access Request Form	07/22/2014	N
NSLP002	Direct Certification Access Request form	07/22/2014	N
NSLP010	Afterschool Care Snack - Addendum	06/02/2014	N
NSLP011	Afterschool Care Snack Program Decision Tree	06/02/2014	N
NSLP012	Afterschool Care Snack Program Food Production Record	06/02/2014	N
NSLP013	Afterschool Care Snack Program Handbook	04/08/2016	N
NSLP014	Afterschool Care Snack Participation Record for Area Eligible Sites	06/02/2014	N
NSLP015	Afterschool Care Snack Participation Record for Non-Area Eligible Sites	06/02/2014	N
NSLP016	Afterschool Care Snack Program Self-Monitoring Form	06/02/2014	N
NSLP020	Appeal for Claims Withheld- SFA	05/25/2016	N
NSLP022	Approval Request Form-Notification Letters	05/25/2016	N
NSLP023	Approval Request Form-Online	05/25/2016	N
NSLP024	Approval Request Form-Revised or Scannable Applications	05/25/2016	N
NSLP040	Calendar - LEA - Updated	06/06/2016	N
NSLP041	Categorical Eligibility Guidance - Extension of	06/02/2014	N
NSLP050	Daily Counting Method	06/02/2014	N
NSLP051	Eds Record for Most Recent	06/02/2014	N



Child Nutrition Programs



Returning Users: Log On

User ID:

Password:

Log On



Welcome to the Child Nutrition Program website!

Click [here](#) for the Nondiscrimination statement.

Forgot User ID? Password Problems? Please send email
to: IDOE.Nutrition@iowa.gov

Links

- [SNP Program Resources](#)
- [CACFP Program Resources](#)
- [SFSP Program Resources](#)

Claims closed

- CACFP Claim entry is **closed** for monthly processing. It will reopen once processing is finished, usually about the 25th.

Direct Certification - Schools

- The **08/03/2016 August** Direct Certification (DC) list is now available on the Iowa Education Portal (EDPortal). To access the DC list

IOWACNP LOG-IN



Welcome to IowaCNP for School Nutrition Programs!

Questions? Try the On-line help button near the Log Out button in the upper right.
A copy of the PowerPoint and user manual is located on the IADE web site.

Food Safety Inspection Reporting

- Attention: Food Safety Inspection Reporting Now DUE**

Now is the time to report your food safety/health inspections for school year 2015-2016 on IowaCNP, if you have not already done so. Contact your area consultant or Deb Linderblood at Deb.Linderblood@iowa.gov if you need assistance.

Adult Meal Pricing

- Adult Meal Price for FY17**

The adult meal price for FY17 must be at least \$3.45 (\$3.07 free meal reimbursement plus .06 Certification reimbursement plus .3125 USDA Food per-meal rate). Please take the necessary steps now to ensure the adult meal price is established prior to July 1, 2016. Contact Patti Harding at patti.harding@iowa.gov for assistance.

Claims

- The state reimbursement process is changing Payout will be processed in November, January, March and June and will cover the month of July through May

See [Memos and Updates for School](#) on the DE website dated 08/10/2015

The fourth state payout

for 15-16 was processed on **6/24/16**. The amount of state funds for this period was \$695,749.39 and was divided by the number of breakfasts and lunches claimed in March, April, and May resulting in a state reimbursement rate of \$0.026455644217 per meal. The

Resources by Functional Area

Guidelines and Resources for Training New School Nutrition Directors

Priority areas for training for each individual school nutrition director depend on previous experience and training as well as the specific assigned areas of responsibility in a school district. Some districts divide up the essential functional areas of responsibility for school nutrition program management between more than one position. However, all of the functional areas are important, must be assigned, and the individual performing them must be well-trained.

This document lists the essential functional areas of responsibility described in the Institute of Child Nutrition District School Nutrition Director Sample Job Description template and sources for training in each area

The annual New Manager Orientation provides information in several of these areas. Find out more about the annual New Manager Orientation on the Bureau web page [Education Events- School Meals](#)

Essential Functional Area

Training Resources

Sanitation, Food Safety, and Employee Safety

8 hours of Sanitation Training is required either within 5 years previous to hire or within 30 days after hired.

One session of New Manager Orientation is on Food Safety.

[Iowa School Nutrition Web-Based Tutorial- Food Safety \(2.5 hours\)](#)

[Institute of Child Nutrition online courses](#)

[Iowa State University Extension Food Safety Training](#)

[ServSafe Training and Certification](#) and other food safety training certifications approved by the Iowa Department of Inspections and Appeals

ISU and the Bureau offer ~~ServSafe~~ certification training and HACCP 101 annually
See [Education Events- School Meals](#)

Your SFA may also have Emergency Response Training provided to all staff

Nutrition and Menu Planning

There are sessions of New Manager Orientation related to Menu Planning.

[Iowa School Nutrition Web-Based Tutorials](#)

Overview of School Meal Programs

Meal Pattern (1.5 hour)

Offer vs. Serve (1.5 hour)

Food Buying Guide (1.5 hour)

Food Bars (0.5 hour)

Food Labels (0.5 hour)

USDA Foods (1 hour)

Standardized Recipes (1 hour)

Iowa Webinars found on [Learning Tools- Nutrition](#)

Meal Patterns 101

Rise and Shine It's Breakfast Time

March 2016 What's New in School Nutrition Menu Planning Resources

[Institute of Child Nutrition \(ICN\) Salad Bars in School Nutrition Program Webinar](#)

[Institute of Child Nutrition online course](#) Nutrition 101

Other ICN Training Resources

[Meal Pattern Training Resources](#)

Website



<https://www.educateiowa.gov/pk-12/nutrition-programs>

Nutrition Programs

- [Education Events - Schools](#)
- [Education Events - CACFP](#)
- [Learning Tools - Nutrition](#)
- [Child and Adult Care Food Program](#)
- [School Meals](#)
 - [Monthly Memos and Updates - Schools](#)
 - [Communication Tools](#)
 - [Community Eligibility Provision \(CEP\)](#)
 - [Farm to School](#)
 - [Income Eligibility and Verification](#)
 - [National School Lunch Program](#)
 - [Professional Standards](#)
 - [School Breakfast Program](#)
 - [Nutrition Standards, Menus, & Recipes](#)
 - [Procurement](#)
 - [Certification \\$ 06 for Meal Program](#)
 - [Food Waste Reduction](#)
 - [Water Access in School](#)
- [Afterschool Snack Programs](#)
- [Food Safety](#)
- [Fresh Fruit and Vegetable Program](#)
- [School Wellness](#)
- [Special Milk Program](#)
- [Summer Food Service Program](#)
- [USDA Foods Distribution](#)
- [Nutrition Funding](#)

Upcoming Trainings, Webinars,
& On-line Tutorials

Past Webinar Recordings

Frequently Used Resources Including
Special Diet Form, Civil Rights, etc.

Build a Healthy Lunch Signage, Parent
Resources, and Sample Newsletter Articles

Procurement Plan Template

Smart Snacks, School Wellness Policy
Resources and Newsletters

USDA Foods Fact Sheets



September 27-28, 2016

FFA Enrichment Center, DMACC Campus Ankeny

A unique learning experience! Develop an individualized action plan with the guidance of a Mentor.

YOUR REGIONAL CONSULTANT

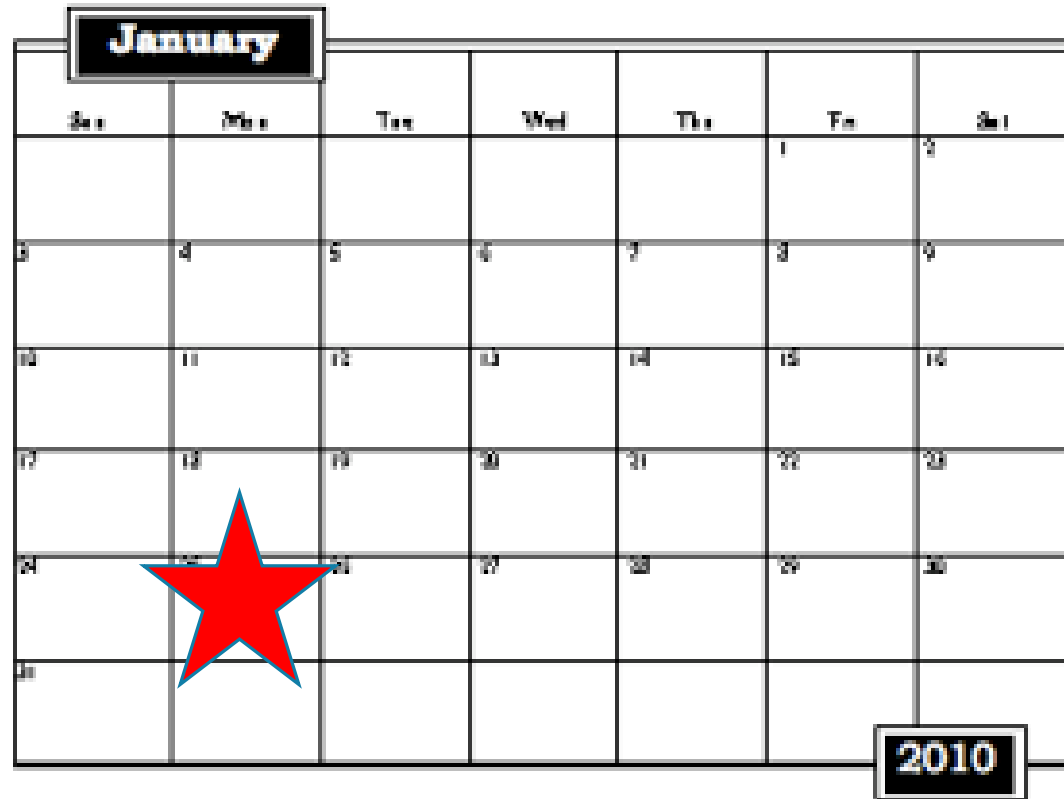
Your
personal
resource!



Questions???

MONTHLY WEBINAR

What's
New in
School
Nutrition?



4th Monday at 2:00 pm

UPCOMING TRAINING OPPORTUNITIES

What's New in School Nutrition —
September

Preparing for an
Administrative Review

